


2 JUL 1982

MEMORANDUM FOR: O/DDA Staffs

FROM:


Executive Officer, DDA

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SUBJECT: Revising Files in the DDA Registry

1. The O/DDA Registry is in the process of revising its filing system so that it can provide more effective, timely storage and retrieval service to all DDA staffs. Accordingly, we want to give each O/DDA staff an opportunity to suggest subjects for files they would like to have kept in the O/DDA Registry. Attached are two lists: 1) current files maintained in the O/DDA Registry and 2) some suggested subjects for new files to be established.

2. Please provide us with those file subjects not included on either of the two attached lists which should be maintained in the registry for you. Indicate the subjects in the space provided on attachment 2 and return to the O/DDA Registry by 15 July 1982.

3. When this project is completed, several months downstream, we hope to decrease the large numbers of files which are currently being retained by the individual staffs and to exploit the existence of the O/DDA Registry vaulted area.

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Attachments

